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17 September 1959

TO: ERA Recruiters
FROM: Deputy Chief, Economic Research Area
SUBJECT: Letters to Lead Source Faculty Members

1. Attached is a sample letter, for guidance only, suggesting items for inclusion in your letters to selected lead source contacts. As in the past, these letters should be written only to personal friends who are approved by the Office of Security. You will be advised of additional clearances as they are received from Security. Individuals designated "DNC" (DO NOT CONTACT) must not be contacted by letter and should be avoided on campus if at all possible without embarrassment.

2. In order to allow an ample amount of time between receipt of these letters by the faculty contacts and our arrival on campus, all letters should be typed, prepared for mailing, and delivered to St/PR by c.o.b. Friday, 25 September. The letters should be prepared on unwatermarked bond, and signed, but UNDATED. Distribution should be two copies each to St/PR and St/A.

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Attachment

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